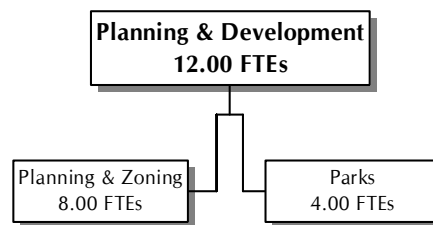


Catawba County Government



Planning & Development

Summary

	2002/03 Actual	2003/04 Current	2004/05 Requested	2004/05 Approved	Percent Change
Revenue					
Charges & Fees	\$63,478	\$64,235	\$72,335	\$74,375	16%
Miscellaneous	500	4,500	700	700	-84%
From Other Parks	0	0	31,098	31,098	0%
General Fund	466,849	620,914	829,896	840,976	35%
Total	\$530,827	\$689,649	\$934,029	\$947,149	37%
Expenses					
Personal Services	\$377,410	\$449,062	\$645,060	\$649,928	45%
Supplies & Operations	149,654	235,570	268,460	276,712	17%
Capitalized Leases	3,763	5,017	20,509	20,509	309%
Total	\$530,827	\$689,649	\$934,029	\$947,149	37%
Employees					
Permanent	7.05	8.00	12.00	12.00	50%
Hourly	0.00	0.00	1.00	1.00	0%
Total	7.05	8.00	13.00	13.00	63%

Significant Changes:

Cost centers for Riverbend (440021) and Bakers Mountain (440023) Parks have been combined into one department, Parks (420040), for Fiscal Year 2004/05. The Parks will also be moved from Facilities management to Planning. The combining of cost centers was completed to move operations more in line with the accounting structure.

The budget includes five additional FTEs. This includes the addition of four permanent Park employees moved from Facilities, one (.50) FTE in Planning and one (.50) FTE in Parks. The .50 FTE in Planning will responsible for training the new Planner, developing policy for the Board of Adjustment, and assist in the implementation process of the Unified Development Ordinance. The .50 FTE in Parks is used to cover vacation, military, and sick leave time used by permanent employees.

Funds are included to provide various studies and projects on Water and Air Quality, Growth Estimation, Catawba River and Open Space Recreation, Greenway Feasibility, Carolina Land and Lakes Recreation, Regional Planning Alliance, development of a Parks Master Plan, and adoption of the Unified Development Ordinance.

PLANNING AND ZONING

Statement of Purpose

Conduct a comprehensive planning program that is designed to promote and maintain the orderly physical growth and development of Catawba County. Facilitate and provide staff support for the development of Small Area Plan studies and other long-range planning initiatives with subsequent implementation of the plan's policies and recommendations. Protect the rights, health, safety and general welfare of the citizens of Catawba County by the prudent enforcement of the Zoning and Subdivision Ordinances. Provide consultation to the general public on matters of planning and development. Provide demographic information, including historical, projected and trend analysis to the public and internal agencies/departments. Provide reports and special studies to appropriate County officials including the Board of Commissioners, Planning Board, Board of Adjustment and Subdivision Review Board. Provide grants research and project administration in: economic development, housing, parks, transportation, historic preservation and education.

Outcomes

Zoning Regulations

1. Process all rezoning requests and prepare report(s) and recommendation(s) for submittal to the Planning Board one (1) week prior to the scheduled public hearing. Recommendations from the Planning Board to the Board of Commissioners will be forwarded after the public hearing.
2. Review all non-residential/sign site plans with 50% reviewed within one working day (when required information is supplied). The remaining 50% may require more detailed analysis and fieldwork.
3. Serve as a member of the Express Plan Review Team to:
 - a. review non-residential site plans within the County to ensure that the plan is in conformance with all applicable zoning regulations; and
 - b. approve site plans the same day – by definition, when required information is provided.

Planning staff will meet with the Team weekly, subject to applications submitted within the County's zoning jurisdiction.

4. Review applications for residential zoning permits in coordination with the Permit Center on an as-needed basis (example floodplain, topography, setback issues).

5. Provide information to the public on a daily basis regarding Zoning Ordinance requirements. This is achieved through telephone conversations and personal meetings. Handouts and checklists will be maintained and continually updated for distribution.

Subdivision Regulations

6. Review all preliminary and final major subdivision plats and field check final subdivisions for drainage, street layout, and other required improvements as specified in Catawba County's Subdivision Regulations within two weeks of application date and provide reports to the Subdivision Review Board. Planning staff will serve as the review coordinator on all major subdivision plats with the various departments and agencies comprising the Subdivision Review Board. Planning staff will serve as staff support to the Subdivision Review Board, which will include the keeping of public records of the meeting, and official actions taken by the Subdivision Review Board.
7. Ensure that all minor and family subdivision plats are in compliance with Catawba County's Subdivision Regulations and are approved within the time limitations established in the Subdivision Ordinance.
8. Maintain and update monthly a database of available school capacity based on new subdivision lots approved and provide a quarterly report to appropriate agencies and elected officials.

Small Area Plans

9. Facilitate and provide staff support to the appointed Small Area Plan Committees. The Small Area Plan process will include: a review of current conditions input from citizens on their desired future and development of recommended policies and goals with subsequent presentation to the Planning Board and Board of Commissioners. The Plans will be developed in an open public process where input from the community will be included throughout the development and adoption process of the plans.
10. Coordinate the small area plan process with the adjoining municipalities' adopted plans and goals. This will include inviting municipal staff to the committee meetings to present their adopted plans and coordinating recommendations of the Committee with the municipalities' plans.
11. Review an implementation schedule with the Board of Commissioners upon adoption of the Small Area Plans. Specific ordinance amendments will be presented to the Boards outside of the UDO process when submitted by citizens, identified by staff, management, Planning Board or Board of Commissioners and determined to be issues warranting immediate attention.

Assistance To Boards /Citizens

12. Provide accurate and sufficient information to the Board of Commissioners, Planning Board, Board of Adjustment and Subdivision Review Board on matters of planning and zoning. Provide the Boards with annual reports to inform them of the status of land use issues.
13. Provide accurate and sufficient information to the general public, organizations, and other departments with a three (3) workday turn around for detailed requests.

Representatives On Long-Range Planning Boards/Committees

14. Serve as County representative on the Unifour's two long-range transportation boards: the Metropolitan Planning Organization and Rural Planning Organization. Staff will attend the regular meetings and provide information to managers and Board members on transportation issues affecting the County within three (3) working days.
15. Serve as County representative on boards/committees that involve long-range planning issues affecting the County. These include, but are not limited to, the Unifour Transportation Advisory Board, Catawba River Study Committee, Catawba-Wateree Relicensing Coalition, Unifour Recreation and Open Space Task Force and the Faith Community Task Force. Staff will attend the regular meetings and provide information to managers and Board members on issues affecting the County within three (3) working days.
16. Serve as County representatives on Duke Power's Catawba-Wateree Relicensing Advisory Groups (North Carolina Foothills and Metro) that will develop terms and conditions for Duke Power's licensing of the dams along the Catawba River. Updates will be presented to the Board of Commissioners during their retreats, as requested. Presentations will be made to the public to inform them of the process and to obtain input on future desires for the lake system.
17. Serve as Management Representative to the Piedmont Wagon Managers Consortium Committee responsible for advising, directing and monitoring public transportation services.
18. Serve as committee member to the Piedmont Wagon Transportation Advisory Board established to solicit feedback from transportation customers and provide input and recommendations to the Managers Consortium Committee.

Code Enforcement Activities

19. Keep public information updated via the County's web site and Info Line on various types of zoning and junk vehicle violations to inform citizens of ordinance requirements and give information on who and where to call to report such violations.

Provide educational information, such as local newspaper articles, Spirit articles, regarding common Zoning Violations so as to prevent future violations.

20. Make on-site inspections of all new violation complaints received and notify violators within three (3) working days.
21. Site visits to verify compliance with the Junk Vehicle and Zoning Ordinance will be within five (5) working days of the deadline of the first violation letter.
22. Prepare case files with pictures and documentation to be use in court proceedings for zoning and junk vehicle violations. Work with County Magistrates, County District Attorney, and County Attorney in the preparation of these cases for court actions.
23. Prepare reports to monitor zoning and junk vehicle violation cases and status quarterly for review by Board of Commissioners.

Special Projects/Studies Activities

24. Support the appointed Startown and Plateau Small Area Plan Committees by providing technical information during the development of their plan recommendations. Assist the committee in obtaining public input throughout the process. Prepare final plans for presentation to the Planning Board and Board of Commissioners for adoption.
25. Serve as staff administrator to the newly created Agricultural Advisory Board, whose role is to implement a voluntary agricultural district program in the County. Staff will accept applications and process for review by the Board within 30 days. Staff will develop the Advisory Board's work plan and provide technical assistance to the Board.
26. Serve as staff coordinator and project manager for the development of a Multi-jurisdictional Hazard Mitigation Plan. The Plan must meet Federal and State guidelines in order to be eligible for disaster assistance grants. The Hazard Mitigation Plan Committee, staffed by the Planning Department, will prepare a draft plan for review by Federal and State agencies by early Fiscal Year 2004/05. The plan will then be presented to the Board of Commissioners for adoption by October 30, 2004.
27. Coordinate the development and implementation of a stormwater ordinance with Utilities and Engineering for compliance with the Phase 2 – EPA and/or North Carolina State Stormwater Rules.
28. Coordinate with Utilities and Engineering to study and evaluate the feasibility of acquiring a local Sedimentation and Erosion Control program from North Carolina Department of Environment and Natural Resources.
29. Evaluate the implementation of a low-impact development ordinance and its applicability to sites within Catawba County. Where applicable, pursue water quality

grants, such as CWMTE, for construction of low-impact design solutions on susceptible County property.

30. Review the new floodplain maps prepared by the North Carolina Division of Emergency Management Floodplain Mapping Program and provide detailed feedback on flooding sources and base mapping information to ensure accurate flood maps for Catawba County.
31. Serve as the Planning Department's representative on the Faith Community Task Force in promoting affordable housing within the County. Based on the direction of Management, an Advisory Board may be created who will serve as a long-standing committee to review policies and tools available to implement affordable housing strategies in the County.
32. Scattered Site CDBG Project – Provide administrative oversight assisted by the Western Piedmont Council of Governments (WPCOG) implementing a \$400,000.00 grant to rehabilitate 10-12 substandard units owned by low/moderate income elderly homeowners. The grant project will enter its second year beginning in 1st quarter of Fiscal Year 2004/05.
33. Urgent Repair CDBG Project – Provide administrative oversight assisted by the WPCOG implementing a \$75,000.00 grant to provide minor repair for 20 housing units owned by low/moderate income homeowners. The project covers a 12-month period that began the 2nd quarter of Fiscal Year 2003/04 and should be completed during the 3rd quarter of Fiscal Year 2004/05.
34. Coordinate the on-going informal "Grants Team" for the purpose of researching and pursuing grant opportunities; infrastructure, park land development, historic preservation, transportation and education. Grant applications will be prepared by the Grants Team assisted by the WPCOG.
35. Unified Development Ordinance – Serve as project manager for the development of the County's Unified Development Ordinance (UDO). Staff will provide technical support to the UDO Committee assisting in the drafting of a unified set of development regulations designed to incorporate principles and recommendations identified in the Small Area Plans (SAPs). This includes the transformation of the current zoning classifications into new zoning districts that will implement the rezonings identified in the adopted SAPs. It is anticipated that this project will be complete in the second quarter of Fiscal Year 2005/06.
36. Develop an on-going nonconforming use inventory based on current zoning and the newly developed UDO regulations. This process will continue into Fiscal Year 2005/06.
37. Serve as project manager for a feasibility study to evaluate the possibility of a greenway along Lyle Creek as recommended by the Catawba Small Area Plan. The study will

identify and establish potential linkage between the NCDOT Rest Area on Interstate-40, the towns of Claremont and Catawba, Bunker Hill Covered Bridge and Murray's Mill. The study will be conducted in late Fiscal Year 2004/05.

38. Serve as County representative for the development of the Unifour's Catawba River Recreation and Economic Study, as facilitated by the Western Piedmont Council of Governments.
39. Coordinate with staff of the Parks Division in the development of a County Parks Master Plan that will identify potential park expansion and new development opportunities and implement recreational programs and activities recommended in the adopted Small Area Plans.
40. Establish a Community Appearance Committee to recognize exceptional landscape and design improvements for both existing and new commercial or residential development. It is anticipated that the Committee will consist of Small Area Plan Committee members who will review qualifying applications.

Planning & Zoning

Organization: 420030

	2002/03 Actual	2003/04 Current	2004/05 Requested	2004/05 Approved	Percent Change
Revenue					
Charges & Fees	\$63,478	\$64,235	\$70,535	\$72,575	13%
Miscellaneous	500	4,500	0	0	0%
General Fund	466,849	620,914	625,479	637,796	3%
Total	\$530,827	\$689,649	\$696,014	\$710,371	3%
Expenses					
Personal Services	\$377,410	\$449,062	\$482,924	\$487,792	9%
Supplies & Operations	149,654	235,570	210,581	220,070	-7%
Capitalized Leases	3,763	5,017	2,509	2,509	-50%
Total	\$530,827	\$689,649	\$696,014	\$710,371	3%
Employees					
Permanent	7.05	8.00	8.00	8.00	0%
Hourly	0.00	0.00	0.50	0.50	0%
Total	7.05	8.00	8.50	8.50	6%

Significant Changes:

Increase of .50 in FTEs due to addition of hourly position.

PARKS

Statement of Purpose

Provide recreational opportunities for the citizens of Catawba County through the operation and development of parks and the preservation of open space. Education and preservation of Catawba County's unique natural heritage are the primary goals of the Parks Division.

Outcomes

1. Enhance public knowledge and awareness of Catawba County Parks.
 - a. Study the feasibility of forming an alliance with the Catawba County Historical Association in the area of marketing. Catawba County parks and historical sites are important elements of travel and tourism. By possibly sharing a marketing strategy we will be able to reach a larger market with similar interests. Successful marketing of our natural and cultural resources would be beneficial to the economy of Catawba County.
 - b. Forge an alliance with local and regional travel and tourism boards to promote Catawba County Parks.
2. Increase the Parks Division daily attendance average by 8% as evidenced by traffic counter statistics/sign-in sheets and the quarterly Parks Division report.
3. Achieve 500 volunteer labor hours by completing a minimum of four park improvement projects. The secondary goal of these improvement projects will be environmental/interpretive education and community involvement. In an effort to involve youth, these projects will include school and scouting groups when possible. This will be completed as evidenced by the volunteer/project log, sign-in sheets and the quarterly Parks Division report.
4. Host educational/interpretive programs with no less than 500 patron participants as evidenced by daily sign-in sheets. The goal of these programs is to share environmental/interpretive information with the public in an effort to broaden public awareness and participation in the preservation of Catawba County's unique natural heritage.
5. Administer a North Carolina Parks and Recreation Trust Fund (PARTF) (Grant \$125,000/Local Match \$125,000). The Parks Division applied for a PARTF grant in January 2004 - for numerous improvements at Riverbend Park. If awarded the grant, project development will be a high priority for the Parks Division. Successful execution and implementation of the project activities in a timely manner will be a key objective and will be evidenced by the successful completion of the start up phase and installation of 1/3 of the project elements by the end of Fiscal Year 2004/05.

Parks

Organization: 420040

	2002/03 Actual	2003/04 Current	2004/05 Requested	2004/05 Approved	Percent Change
Revenue					
Charges & Fees	\$0	\$0	\$1,800	\$1,800	0%
Miscellaneous	0	0	700	700	0%
From Other Parks	0	0	31,098	31,098	0%
General Fund	0	0	204,417	203,180	0%
Total	\$0	\$0	\$238,015	\$236,778	0%
Expenses					
Personal Services	\$0	\$0	\$162,136	\$162,136	0%
Supplies & Operations	0	0	57,879	56,642	0%
Capitalized Leases	0	0	18,000	18,000	0%
Total	\$0	\$0	\$238,015	\$236,778	0%
Employees					
Permanent	0.00	0.00	4.00	4.00	0%
Hourly	0.00	0.00	0.50	0.50	0%
Total	0.00	0.00	4.50	4.50	0%

Significant Changes:

Effective with the Fiscal Year 2004/05 budget, Parks will be moved to the Planning function from Facilities. The history for Parks is included with the Facilities function.